

*Training Academy
Quarterly Training Flyer*



*Missouri Department of Corrections
Training Academy - P.O. Box 236 - Jefferson City, MO 65102*

A request for training form must be submitted to the Regional Training Administrator in your region for the following in-service training (unless noted otherwise). **Applications must be received by the Regional Training Center or the Training Academy (which ever applies) by the enrollment deadline to be eligible to attend.** Any questions should be directed to the Regional Training Administrator in your region: **Central Region Training Center (CRTC) - Jim Wiseman (573) 751-4040; Eastern Region Training Center (ERTC) - Rebecca Homann (573) 431-2283; or Western Region Training Center (WRTC) - Jerry Hoffman (816) 271-3115. Royce Hudson, Chief of Staff Training can be reached at (573) 522-5976.**

The Training Academy Administration Office and the Central Region Training Center are now located at 1717 Industrial Drive, Jefferson City, Missouri. The new offices are located in the old National Guard Building along with Missouri Vocational Enterprise. The easiest route to the Academy is from west Highway 50 in Jefferson City. Take the Dix Road exit, go north to the first light (this is Industrial Drive), turn right onto Industrial Drive, go about ¼ mile and the building is on the right. **Parking is in the lower lot inside the fenced area below the building.** There is a side entrance into the CRTC (first floor). The Training Academy Office is on the third floor.

Per Department Policy D2.12-4 Staff Training, a dress code is in effect while attending training. Please review before attending training.

Policy States – Staff attending training conducted by the Training Academy will adhere to the following dress standards:

1. Staff will be dressed in neat, clean, customary business attire. (Example: dress slacks, dress shirt, dress, skirt, suits, etc.) Department of Corrections issued uniforms are acceptable wear.
2. The following are examples of articles that should **not** be worn to class. This list is not exclusive: athletic clothing, shorts, halter tops, logoed T-shirts, hats, shower shoes, overalls/coveralls, Dress deemed inappropriate is at the trainers' discretion.
3. Special consideration may be made for classes which require staff to perform physically strenuous activities. Attendees will be notified in advance of this training.
4. Staff in violation of this policy will be dismissed from training by the trainer. Notification will be made to their Chief Administrative Officer.

This applies to **all** Department training (Basic, Inservice, and Management) at **all** locations.

Key:

JC - Jefferson City

PH - Park Hills

SJ - St. Joseph

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IN-SERVICE TRAINING

ACCOMPLISHING GOALS THROUGH COLLECTIVE EFFORTS (6 Hours)

This class develops a sense of team work in the work place. The impact of building a solid team and becoming a productive team member is encouraged through the use of team building exercises. Individuals will have the opportunity to recognize their potential for team involvement along with exploring their weaknesses within the team. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 19, 2006 PH
July 21, 2006 JC

August

Aug. 4, 2006 SJ

September

Sept. 15, 2006 OCC



ARMED TRANSPORTATION (22 Hours)

This training will provide participants with the skills necessary to correctly apply restraints for offender transportation and will address special security concerns. Other areas addressed will be: The correct use of firearms for offender transportation and the use of force aspects, "shoot-don't shoot situations" and weapon retention; Practice of relative positioning when providing armed and unarmed escorts, advanced defensive tactics, weapon disarming and retention techniques for handguns and long guns, and will provide guidance for using restraints and searching in high risk situations; Proper methods to safely and securely transport offenders on out-counts and the dynamics and diversity of out-counts. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 26-28, 2006 Farmington, SJ

August

Aug. 14-16, 2006 JC

September

Sept. 11-13, 2006 JC

ASSESSMENT, INTERVENTION & RELAPSE: ADDRESSING SUBSTANCE ABUSE (8 Hours)

This class begins where the Chemical Dependency In-Service class leaves off. This in-service class focuses on the human aspect of substance abuse. Examined will be how to recognize a possible problem, what to do about the problem, and how to recognize if a person is relapsing into a lifestyle of use. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 13, 2006 JC

August

Aug. 1, 2006 SJ

September

Sept. 14, 2006 PH
Sept. 21, 2006 JC

BASIC FIREARMS DEVELOPMENT (8 Hours)

This firearms training is designed to give the student the basic fundamentals of marksmanship for a revolver, AR 15 Rifle and Shotgun using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 11, 2006 OCC
July 12, 2006 OCC
July 13, 2006 OCC
July 14, 2006 SJ
July 19, 2006 Farmington

August

Aug. 7, 2006 JC
Aug 11, 2006 SJ
Aug. 16, 2006 Farmington

September

Sept. 8, 2006 SJ
Sept. 18, 2006 JC



CASEWORKER – MENTAL HEALTH ISSUES (6 Hours)

This program will provide insight into the aspects of offender mental health issues that may impact the job of a caseworker. The types of mental illness, learning disabilities and behavior disorders will be explored. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 2, 2006 SJ
Aug. 3, 2006 JC
Aug. 24, 2006 PH
Aug. 31, 2006 NECC

CASEWORKER – OFFENDER COMPLAINTS (4 Hours)

Provides Correctional Caseworkers a basic understanding of the legal aspects, and Department policies and procedures of the grievance process, and the skills necessary to carry out their responsibilities. This class is for CSTs, CCAs and CWAs only. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 30, 2006 PH

Sept. 19, 2006 SJ
Sept. 25, 2006 JC

CASEWORKER – SUBSTANCE ABUSE AND DEPENDENCY (4 Hours)

The caseworker can play a vital role in the life of an addicted offender. This module will provide information about the disease concept and addiction characteristics. This class is for CSTs, CCAs and CWAs only. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

July 14, 2006 JC
July 18, 2006 PH

Sept. 19, 2006 SJ
Sept 21, 2006 NECC



CHEMICAL AGENTS AND OC TRAINING FOR TRAINERS (24 Hours)

This instructor certification program provides instructor candidates with the expertise needed to train staff in the use of chemical munitions. Chemical Agents Instructor Training provides instructor candidates with practice in both presentation skills and practical application of munition usage. Areas addressed in this module are:

- Compare and contrast chemical agents and pepper spray,
- Application of chemical agents and pepper spray using multiple deployment methods,
- Calculating the correct amount of chemical agents to disperse,
- Use of chemical agent equipment,
- Classroom presentation skills, and
- Range deployment skills.

This program is presented by Training Academy staff who have been certified as instructor trainers by Defense Technologies, a Armor Holding company. Recertification for this program is required every 2 years.

CLASS DATE(S) AND LOCATION(S):

July

August

Aug. 15-17, 2006 Bonne Terre

September



CHEMICAL DEPENDENCY (8 Hours)

This course provides departmental staff with an insight into the chemical dependency and our responsibilities in supervising offender who are involved with their use. Staff will explore how their personal biases can impact their supervision of a substance abusing offender; look at how addiction can impact the major life areas of the offender; and explore the different characteristics of drugs that offenders may abuse. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 6, 2006 SJ
July 12, 2006 JC

August

Aug. 9, 2006 JC
Aug 17, 2006 PH

September

Sept. 20, 2006 JC

CHOICES: MEETING THE ETHICAL CHALLENGE (8 Hours)

This program is designed to address ethics and professionalism as they relate to DOC's Code of Conduct. We will examine how ethics affect job performance, as well as the correctional image. This course is open to all staff. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 7, 2006 SJ
Aug. 16, 2006 JC

Sept. 5, 2006 PH

CONTINUING EXCELLENCE IN SERVICE (6 Hours)

This is a customer service based program which allows participants to identify who our customers are and how their job can be made more effective through improved service. It examines customer service situations, the needs and expectations of these customers, and how our personal paradigms affect the quality concepts of the customer. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

July 20, 2006 SJ

Aug. 8, 2006 PH

COURTROOM PREPARATION AND TESTIMONY (8 Hours)

Going to court may be something that you do as an everyday aspect of your job or it may be a task that will only occur occasionally during your career. Regardless of the frequency, how you conduct yourself will reflect on your credibility and the credibility of this Agency. This program will explore the courtroom and the behavior that should be exhibited when testifying. Performance objectives which address proper courtroom testimonial demeanor, basic preparation techniques and witness' responses to questioning, providing guidance through this interactive program. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

July 11, 2006 PH
July 12, 2006 SJ

Aug. 10, 2006 JC



CRIMINAL THINKING (8 Hours)

This module provides staff with the opportunity to explore the reasons that the offenders they are responsible for become incarcerated. In this program staff will examine offender typologies, and criminal thinking errors. Causal factors are also examined and their impact on criminal thinking and behavior. The tools that an offender uses to manipulate will be discussed and participants will explore options in addressing these behaviors. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 9, 2006 JC
Aug. 22, 2006 PH

Sept 7, 2006 SJ

CROSS GENDER COMMUNICATION (8 Hours)

This class will examine the differences between communication styles for both genders and discuss ways for improving communication between genders. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

July 13, 2006 Bonne Terre
July 27, 2006 Bonne Terre

Aug. 8, 2006 SJ
Aug. 10, 2006 Bonne Terre
Aug. 24, 2006 Bonne Terre
Aug. 31, 2006 Bonne Terre

Sept. 5, 2006 JC
Sept. 13, 2006 PH
Sept. 14, 2006 Bonne Terre
Sept. 28, 2006 Bonne Terre

DECEPTION DETECTION (6 Hours)

This course is designed to provide guidelines for an effective interview or interrogation, to include the interview room, interviewer style and manner, and insight into the person's truthfulness through body language and speech patterns. This course is targeted toward Probation and Parole and institutional staff for interviewing offenders/clients. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 15, 2006 SJ

Sept. 6, 2006 Pacific
Sept. 7, 2006 JC



DEFENSIVE TACTICS BREAK AWAY TECHNIQUES (8 Hours)

Defensive Tactics safety precautions, basic principles, distraction techniques, and break away techniques, taught to non-custody staff who want to be able to get away from an offender, attacks, grabs, etc. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 8, 2006 Spfd
(P&P Clerical Only)

Sept. 12, 2006 JC (P&P Clerical Only)
Sept. 27, 2006 Farmington

DEFENSIVE TACTICS TRAINING FOR TRAINERS (40 Hours)

This instructor certification program provides candidates with information necessary to present the agency's basic defensive tactics class and weapon retention and disarming techniques. Requirements for this instructor course are to demonstrate proficiency with all defensive tactics in the Basic Defensive Tactics program; and make a five minute presentation meeting the standards set by the Training Academy. Participants will have several opportunities to practice and present as they assume the role of the instructor throughout the program. Successful completion of this program is required of all new instructors. Prerequisites: Defensive Tactics (Hard Skills Class)

CLASS DATE(S) AND LOCATION(S):

July

August

September

Sept. 18-22, 2006 JC

EVIDENCE COLLECTION AND CRIME SCENE PRESERVATION (6 Hours)

This program provides participants with the basic rules of evidence collection and the proper procedure for crime scene preservation while ensuring the safety of staff. Through practical application staff will differentiate between contraband and evidence, and will complete all necessary paperwork to facilitate an investigation. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

July 27, 2006 JC

Aug. 9, 2006 Farmington
Aug. 10, 2006 JC

Sept. 6, 2006 Farmington
Sept. 21, 2006 SJ



EXPLORING MDOC USE OF FORCE ISSUES (6 Hours)

Completely redesigned, this program examines the continuing issue of the application of force within the Criminal Justice System. This course allows participants to explore force issues that are specific to our agency and provides them with opportunities to:

- Determine the appropriate level of force to be used according to the Use of Force Continuum;
- Analyze the concepts of Offender Abuse and Duty to Report abuse as directed by Missouri State Statute and Department Policy; and
- Determine how Justification, Imminent Jeopardy and Preclusion apply to use of force situations.

Do not apply until the Training Opportunity has been received.

CLASS DATE(S) AND LOCATION(S):

July

August

September

Sept. 12, 2006 JC

FATS AND FIREARMS SKILL ENHANCEMENT (8 Hours)

This training includes practical training on the FATS video simulator. Weapon handling skills include weapon retention, transition from gun point to handcuffing and close combat shooting techniques. **DO NOT send training applications-participants will be selected by the Institutional Training Officer.** This opportunity is for institutional E-squads, C-Star, dog teams, tower officers, perimeter patrol and any other specialized unity in the institution. Additional dates can be requested through your Institutional Training Officer.

CLASS DATE(S) AND LOCATION(S):

July

July 20, 2006 Farmington

July 21, 2006 SJ

August

Aug. 17, 2006 Farmington

Aug. 18, 2006 SJ

September

Sept. 15, 2006 SJ



FATS FOR E-SQUAD MEMBERS (2 Hours)

This training will prepare the participant for proper use of force through their involvement in mock shooting situations and prepare them mentally for realistic shooting situations under stress utilizing the FATS video simulator. This training will also address safe weapon handling during close combat shooting and as applicable, transition from gunpoint to handcuffing.

CLASS DATE(S) AND LOCATION(S):

July

July 24, 2006 JC

August

Aug. 1, 2006 Farmington (FCC Staff)

Aug. 2, 2006 Farmington (FCC Staff)

Aug. 3, 2006 Farmington (FCC Staff)

Aug. 21, 2006 JC

Aug. 24, 2006 StL

September

FIREARMS TRAINING FOR TRAINERS (24 Hours)

This is the Department's firearms training certification course for institutional firearms instructors. Recertification is required every 2 years. Prerequisites: Firearms Certification (Hard Skills Class); Firearms Certification Card must be current; Domestic Violence Form. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

Aug. 22-24, 2006 JC

September

Sept. 20-22, 2006 Farmington

FIRST AID / CPR / AED INSTRUCTOR COURSE (22 HOURS)

Instructor candidates are introduced to the history, structure and activities of the American Red Cross. Instructor candidates learn the policies and procedures of the American Red Cross to ensure course consistency, quality, and appropriate reporting. Instructor candidates will learn to teach First Aid/CPR/AED along with other American Red Cross courses.

Course Code # 3010 and #32491

CLASS DATE(S) AND LOCATION(S):

July

August

Aug. 22-24, 2006 SJ

September

Sept. 27-29, 2006 JC



INTERACTING WITH THE SPECIAL NEEDS OFFENDER (8 Hours)

Offenders who have special needs do require attention that may be different from the general offender population and a key to this attention is how the staff and offender interact. Built on the Basic Special Needs Offender program, this one day course expands this information and focuses on communicating with offenders who have special needs. Also examined in this module are the needs of elderly and youthful offenders and how interaction with these offenders can be improved.

Do not apply until the Training Opportunity has been received.

CLASS DATE(S) AND LOCATION(S):

July

July 21, 2006 JC

August

Aug. 1, 2006 PH

September

Sept. 12, 2006 SJ

MANAGING DIVERSITY - A NATURAL BRIDGE – REFRESHER (6 Hours)

This program examines organizational diversity and how the Department of Corrections can create a common organizational culture where there is enough glue in the goals values, and expectations to hold the group together. Topics include understanding what managing diversity is, increasing awareness of cultural differences, understanding and managing behaviors in response to these difference and learning skills that support effective human interaction. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

Aug. 15, 2006 NECC

September

Sept. 26, 2006 SJ

MANAGING STAFF / OFFENDER RELATIONSHIPS (8 Hours)

What type of relationship do you have with the offenders that you supervise? How staff maintain their relationships with the offenders they supervise is a critical part of Corrections. This program explores the relationships that develop between staff and offenders and how those relationships should be maintained. It also examines how offenders can manipulate staff by targeting their unfulfilled needs. Attending this program will give you a clear picture of how your “staff/offender relationships” are progressing. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 13, 2006 JC

July 19, 2006 Farmington

August

Aug. 22, 2006 StL

September

Sept 20, 2006 SJ

MO DOC CAREER PLANNING (8 Hours)

Staff within the Missouri Department of Corrections are the most valued resource for effectively meeting the Department's mission. Experienced staff are the backbone of the Department. This class will encourage staff to look toward the future by setting career goals and being prepared to reach those goals within the Missouri Department of Corrections. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 20, 2006 JC
July 25, 2006 SJ

August

September

MRP – A NEW DIRECTION (4 Hours)

Based on the national pilot, "Transition from Prison to the Community", this module will provide participants with an overview of the Missouri Reentry Process and how it is designed to assist offenders with the reintegration back into the community. Addressed are the different phase that the offenders will move through, the concepts that are being used to assist them and the role that staff will play in this process. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 6, 2006 JC
July 11, 2006 SJ
July 20, 2006 Potosi

August

Aug. 15, 2006 JC
Aug. 23, 2006 PH

September

Sept. 7, 2006 PH
Sept. 12, 2006 JC

P&P CLERICAL SAFETY TRAINING (4 Hours)

This program is designed to provide clerical and other support staff with basic safety awareness and prevention information to utilize while working in a Probation and Parole field office. Participants will explore how to implement measures to increase safety in the workplace and address general office-related dangers. Participants will be given an opportunity to formulate alternatives and practical prevention techniques for safety situations presented. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

Aug. 18, 2006 StL
Aug. 29, 2006 SJ
Aug. 31, 2006 PH

September

P&P SEX OFFENDERS – REFRESHER (8 Hours)

This is a refresher course from P&P Basic Training. This module is designed to provide staff with a basic understanding of sex offenders. Staff will be provided with information that will enable them to classify types of sex offenders, as well as registration requirements as mandated by statute. Staff are also provided with brief descriptions of the different types of rapists, the types of child molesters, and sexual sadists. Additionally, descriptions of how survivors are affected are also provided. During this module, sex offenses will be identified, as will offenses directly related to sex offenses. For these offenses, supervision strategies will be explored including levels of supervision, the use of polygraphs, assessments, and treatment. Using a case study, staff will develop appropriate special conditions. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July



August

September

Sept. 28, 2006 SJ

QUALITY REPORTS (6 Hours)

This course covers the importance of written communication and the various types of reports used. Each type of report is important and some are critical to our work and require time and effort. Composition or technical writing courses taught in colleges and high schools do not adequately prepare people for the specialized writing required in corrections. By giving instruction on how to write good reports, the aim of this course is to serve the needs of correctional staff members that receive reports. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 13, 2006 SJ

August

Aug. 29, 2006 PH
Aug. 31, 2006 JC

September



RESPONSE TEAM TRAINING (8 Hours)

This program provides staff with information on working as a team to safely control and relocate an offender who has lost their composure. This module provides participants with the opportunity to examine and apply information in the following areas: Pre-planning a response; Completing a response team format report; Response team roles; Response team entry and control techniques; Multi-staff cell extraction techniques; Response team disengagement.

Facility team applications should be considered when applying for this course. Institutional Training Officers should contact the Regional Training Administrator to gain information about presenting this module at their facility. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 18, 2006 SJ

August

September

RIOTS AND DISTURBANCES (6 Hours)

This course includes distinguishing between the different types of hostage takers, the roles and qualities of an effective negotiator and psychological syndromes inherent within a situation of this nature. It also covers survival techniques if you are taken hostage. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Sept. 22, 2006 JC

SEXUAL HARASSMENT ISSUES (6 Hours)

This seminar will help employees develop skills for successful interaction with the opposite gender. It will also assist staff in identifying terms, risks, and the impact of sexual harassment in the workplace. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

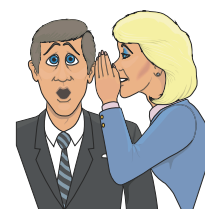
July

July 18, 2006 JC
July 24, 2006 SJ

August

September

Sept. 1, 2006 PH



STAFF LIABILITY ISSUES (8 Hours)

This class explores the impact of constitutional laws on correctional staff in the performance of their duties. Staffs' responsibility to the offenders under their supervision, security issues, and staff immunity is examined by providing case studies to be analyzed. While the information covers the same amendments as in the Basic Constitutional Law class, the case studies shed new light on possible consequences to staffs' actions. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 10, 2006 SJ

August

Aug. 9, 2006 StL
Aug. 16, 2006 JC

September

Sept. 14, 2006 OCC

STAFF SURVIVAL AND SUCCESS – REFRESHER (4 Hours)

This is a refresher course from Basic Training. This class is designed to show staff some of the factors involved in developing and maintaining a survival attitude. The program will cover the attitude and tactical mistakes staff members can make while working in a correctional setting. In addition to survival techniques this module will explore strategies to design a successful career path, examining the many positions available to those who enter the correctional field. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 2, 2006 Farmington

STANDARD FIRST AID (6 Hours)

Provides students with the knowledge and skills necessary in an emergency to call for help, to help keep someone alive, to reduce pain and to minimize the consequences of injury or sudden illness until professional medical help arrives. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 11, 2006 PH

August

September

STANDARD FIRST AID/AED (8 Hours)

Includes First Aid and CPR (formerly #L10086). This class gives individuals in the workplace the knowledge and skills necessary to recognize and provide basic care for injuries and sudden illnesses, including using an automated external defibrillator for victims of sudden cardiac arrest, until advanced medical personnel arrive and take over. (ARC Course code #32410) **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 14, 2006 JC

Aug. 15, 2006 JC

STANDARD FIRST AID W/AED PLUS INFANT AND CHILD CPR (8 Hours)

Includes First Aid and CPR. This class gives individuals in the workplace the knowledge and skills necessary to recognize and provide basic care for injuries and sudden illnesses, including using an automated external defibrillator for victims of sudden cardiac arrest, until advanced medical personnel arrive and take over. CPR for infants and children is also included. (ARC Course code # 32407) **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 11, 2006 JC

STRESS MANAGEMENT (6 Hours)

This seminar will provide the employee with information on handling the many stresses people confront each day and how to best minimize the impact stress can have on the body. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

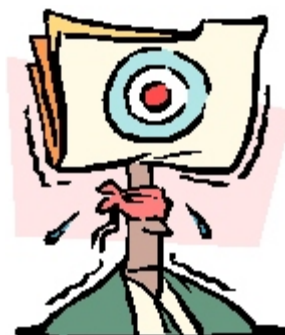
July 25, 2006 PH

August

Aug. 9, 2006 SJ

September

Sept. 20, 2006 JC



SUICIDE INTERVENTION/PREVENTION – REFRESHER (4 Hours)

This is a refresher course from Basic Training. This course provides information on recognizing a potentially suicidal offender. Warning signs, reasoning and preventive techniques to be used by staff are also covered. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 19, 2006 SJ

August

September

Sept. 19, 2006 PH

THE POWER OF COMMUNICATION (6 Hours)

Language is power. Think about your typical day at work. How often do you speak to someone? How often does someone speak to you? Is that communication effective? This one day program provides participants the opportunity to analyze basic communication skills and personality types, examining how they impact peer interaction. It also allows participants to evaluate how interpersonal conflicts can impact our decision making process and what approaches can be taken to resolve this conflict. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 6, 2006 PH

August

Aug. 17, 2006 SJ
Aug. 24, 2006 JC

September



THE PROFESSION OF CORRECTIONS – REFRESHER (6 Hours)

This is the same class provided in Basic Training. Professionalism, customer service and ethical behavior are the focus of this program, as participants work together through situational exercises to discover the requirements of the Missouri Department of Corrections. The five step decision making model is introduced and allows participants to apply the concepts addressed in this module. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Sept. 27, 2006 StL

TRAINER SKILLS DEVELOPMENT (8 Hours)

This course is designed for anyone who conducts any type of training program. It is full of ideas to enhance any training presentation and will give the trainer more direction and confidence. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 4, 2006 PH
Aug. 10, 2006 SJ
Aug. 30, 2006 JC

Sept. 28, 2006 PH

VERBAL JUDO – REFRESHER (16 Hours)

Same class as Basic Training. This refresher course encourages staff to strive to seek a peaceful and positive resolution to verbal confrontation before it escalates into a physical encounter, using empathy, professional integrity, and mediation. Guidelines for developing skills in tactical and professional communication are set while putting responsibility for behavior in its proper perspective. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 29-30, 2006 Farmington

VERBAL JUDO SKILL BUILDING (8 Hours)

Using the theories and principles explored in the foundational skills covered in Basic Training, this seven hour program allows participants an opportunity to refresh their Verbal Judo skills through additional practice. Using communication skills to seek a peaceful and positive resolution to verbal confrontations before it escalates into a physical encounter, is the true focus of this concept. Tactical and professional communication concepts are set as the focus to put responsibility in its proper perspective. ***Basic Verbal Judo is a prerequisite to attend this training program.*** **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

August

September

July 10, 2006 Farmington
July 24, 2006 Farmington

Aug. 7, 2006 Farmington
Aug. 21, 2006 Farmington
Aug. 25, 2006 JC

Sept. 26, 2006 Farmington

VOLUNTEERS IN CORRECTIONS (6 Hours)

This course is designed for volunteers only who are starting with the Department. It consists of mini-lectures in: Overview; Staff/Offender Relations; Anatomy of a Set-up; Infectious Diseases; Contraband; and The Profession of Corrections. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 15, 2006 JC

August

5, 2006 PH, SJ
12, 2006 StL
24, 2006 JC

September

Sept. 2, 2006 PH
Sept. 14, 2006 SJ



WEAPON RETENTION AND DISARMING TECHNIQUES (8 Hours)

This intensely physical program provides participants with advanced defensive tactics; weapon disarming and retention techniques for both handguns and long guns; and guidance for using restraints and searching in high risk situations. Targeted primarily for facility emergency staff, it addresses the needs of all staff who may carry/use a firearm. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 12, 2006 Poplar Bluff

August

Aug. 30, 2006 Pacific

September

WORKING WITH FEMALE OFFENDERS (8 Hours)

This program examines current trends in programming for the female offender. This class will deal with special needs, interpersonal communication, crisis intervention and other unique problems encountered when working with female offenders. **Do not apply until the Training Opportunity has been received.**

CLASS DATE(S) AND LOCATION(S):

July

July 13, 2006 SLCRC

August

September

THE MANAGEMENT TRAINING RULE

Who is Covered?	Supervisors, managers and executives in state agencies. Does not include elected officials and institutions of higher learning.	
What is Required?	40 hours of training the first year. 16 hours of continuing development annually thereafter.	
How Does it Happen?	Each department will establish procedures, implement and administer the guidelines for training personnel in the positions defined in the rule. These rules are outlined in D2-12.3 - Management Training.	
What Are The Benefits?	Development is tailored to each job. Direct link between training and results. Increased return on investment.	
What Programs?	Programs are based on the following 24 competencies:	
Accountability	Integrity	Self Direction
Computer Literacy	Mediating	Strategic Thinking
Creative Thinking	Mentoring	Team Work
Customer Service	Negotiating	Technical Knowledge
Decisiveness	Political Awareness	Verbal communication
Financial Management	Perceptiveness	Vision
Flexibility	Planning	Written Communication
Influencing	Problem-Solving	Workforce Management

A complete copy of the Management training rule (1-CSR 20-6.010) is available on the Office of Administration web page (<http://www.pds.mo.gov/comprule.html>) or through the Training Academy.

MANAGEMENT TRAINING

DO NOT APPLY. Participants are selected by the Regional Training Centers for the following courses. Attendance is mandatory. Any questions should be directed to the Regional Training Administrator.

BASIC SUPERVISION (16 Hours)

Participants will gain insights into developing effective supervisory techniques. Topics include the role of the supervisor, expectations, and working with your boss.

CLASS DATE(S) AND LOCATION(S):

July

July 12-13, 2006 SJ

August

Aug. 1-2, 2006 JC, Festus

September

EMPLOYEE PERFORMANCE PLANNING AND APPRAISAL (8 Hours)

In this course supervisors and managers will learn to use the Employee Performance Planning and Appraisal System as a performance management technique.

CLASS DATE(S) AND LOCATION(S):

July

July 27, 2006 SJ

August

Aug. 3, 2006 Festus
Aug. 15, 2006 JC

September

MANAGING A DIVERSE WORK ENVIRONMENT (8 Hours)

This lesson is specifically designed to meet the needs of supervisors who are expected to address the implications of all types of diversity at their work place. The dynamics of communication, intervention and coaching are all examined in this program with suggestions for application in diversity situations.

CLASS DATE(S) AND LOCATION(S):

July

July 18, 2006 JC

August

Aug. 8, 2006 Festus
Aug. 9, 2006 Licking
Aug. 24, 2006 MCC

September

Sept. 27, 2006 SJ



SUPERVISING A HARASSMENT FREE WORK ENVIRONMENT (6 Hours)

This program is designed to educate supervisory staff in the prevention, recognition, intervention and correction of harassment in the workplace. The focus is not only on “stamping out” harassment in the workplace, but also on developing a more professional staff member capable of making good decisions when faced with the tough issue of harassment.

CLASS DATE(S) AND LOCATION(S):

July

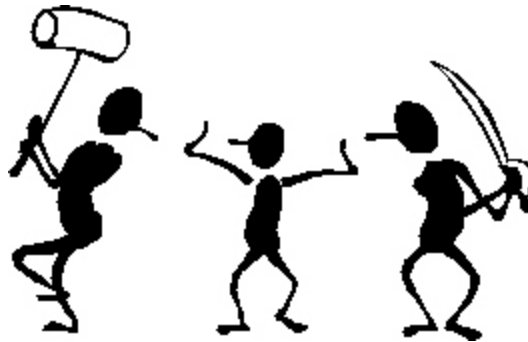
July 11, 2006 JC

August

Aug. 9, 2006 Festus
Aug. 30, 2006 JC

September

Sept. 14, 2006 SJ



DO NOT APPLY. The following courses are elective and/or continuing education courses to satisfy core requirements for supervisors and managers. Participants are selected by the Regional Training Centers. Attendance is mandatory. Any questions should be directed to the Regional Training Administrator.

COACHING AND REDIRECTING (8 Hours)

This program is designed to help managers develop the skills and confidence to address employee performance and behavior problems early, before there is a profound effect on the job. Participants learn how to conduct a Leveling meeting with the employee, how to work with the employee to identify the problem and develop solutions. The emphasis is on techniques that managers can use to help the employee throughout the improvement process.

CLASS DATE(S) AND LOCATION(S):

July

August

Aug. 23, 2006 SJ

September

Sept. 14, 2006 Festus

CONFLICT MANAGEMENT (16 Hours)

This workshop is designed to provide managers with a practical guide to conflict management. Topics included are: analyzing the root of conflict; techniques for approaching conflicting parties; emotional aspects of conflict; and strategies for resolving conflict.

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 2-3, 2006 SJ

Sept. 21-22, 2006 Festus

FAMILY MEDICAL LEAVE ACT (FMLA) (8 Hours)

This lesson plan is designed to give supervisors and managers a basic overview of the Family Medical Leave Act (FMLA). It is intended to provide the necessary information to incorporate its purpose and benefits into the workplace and to ensure supervisors and managers correctly communicate and interpret the law to employees.

CLASS DATE(S) AND LOCATION(S):

July

August

September

July 13, 2006 MCC

Aug. 29, 2006 FRDC

Sept. 6, 2006 SJ

July 20, 2006 JC

Sept. 7, 2006 Festus, SJ

July 26, 2006 Festus

Sept. 15, 2006 SJ

July 27, 2006 Wentzville

INSIGHTS - BASIC (8 Hours)

'Insights' is a program designed to help you develop an understanding of your self and how you are seen by others. Prior to the class, participants will be required to take a 25 question self-assessment test. The test can be taken in paper form or on-line. During the class you will be provided with your profile and an interpretation of the results. 'Insights' will help you recognize others' behavioral styles and learn how to communicate and respond more effectively to their needs. It will provide the opportunity to explore strategies for dealing with different or "difficult" people. Ultimately, the goal is to use the information to communicate better with co-workers and build teamwork through greater understanding and acceptance of each other.

CLASS DATE(S) AND LOCATION(S):

July

August

September

July 26, 2006 Hannibal

Aug. 30, 2006 SJ

Sept. 6, 2006 JC

Aug. 31, 2006 SJ

Sept. 7, 2006 JC

Sept. 20, 2006 SJ

INTERVIEWING AND STAFF SELECTION TOOLS (8 Hours)

This course is designed to raise the awareness of legal considerations that are present in the interviewing and staff selection process. It also prepares participants for their involvement in the process by explaining the steps involved and giving them opportunities to practice the skills necessary to be a successful interviewer.

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug. 24, 2006 SJ

Sept. 12, 2006 JC
Sept. 26, 2006 Festus



MANAGING A MULTI-GENERATIONAL WORKFORCE (8 Hours)

This program will provide participants with an opportunity to examine the motivational factors of the different generations that makeup today's workforce. Participants will explore the work habits and desires of each generation, discussing how to best meet them as a manager.

CLASS DATE(S) AND LOCATION(S):

July

August

September

July 25, 2006 Festus

Aug. 10, 2006 Licking
Aug. 16, 2006 SJ

Sept. 14, 2006 JC

MOTIVATION (8 Hours)

This course assists the manager in developing and maintaining a motivated environment by increasing awareness of employee needs. Objectives for this workshop include a review of motivation theories, an investigation of the manager's role in the motivation process and the preparation of a motivation action plan.

CLASS DATE(S) AND LOCATION(S):

July

August

September

Aug 17, 2006 SJ

Sept. 12, 2006 Festus

SUPERVISORY LIABILITY (8 Hours)

This workshop provides a basic understanding of the liability inherent in your job as a manager and emphasizes managing the workforce responsibility in order to minimize legal difficulties. Topics included are: the EEOC; popular lawsuits and why they are popular; civil liabilities; employment liabilities; vicarious liabilities; defenses against litigation; assumption of risk and contributory negligence; and internal paperwork vs. litigation.

CLASS DATE(S) AND LOCATION(S):

July

August

September

Sept. 27, 2006 Festus

TEAM BUILDING (16 Hours)

An effective team leader must keep a diverse group of people working together effectively as a team. This program outlines the stages of team development and covers the skills necessary to unite a team, set goals, identify team members' personalities, motivate team members, and understand group dynamics.

CLASS DATE(S) AND LOCATION(S):

July

August

September

July 13-14, 2006 Festus
July 19-20, 2006 SJ

Aug. 27-28, 2006 JC

Sept. 19-20, 2006 Wentzville



***Probation and Parole Safety Training Courses are scheduled.
Please check within your region for exact dates.***



BASIC TRAINING

Staff will be scheduled to attend Basic Training on an ongoing basis. The Regional Training Administrators can be contacted with questions.

Basic Training — Every employee of the Department will be required to attend this two-week session. **ALL** Division's staff will be combined and will attend in their specific training region.

CLASS DATE(S) AND LOCATION(S):

July

July 3-14, 2006 JC, PH
July 17-28, 2006 JC, PH, SJ
July 31 - Aug. 11, 2006 JC, PH

August

Aug. 14-25, 2006 JC, PH, SJ
Aug. 28 - Sept. 8, 2006 JC, PH

September

Sept. 11-22, 2006 JC, PH, SJ
Sept. 25 - Oct. 6, 2006 JC, PH

Institutional Basic Training — All staff employed within an institution (except institutional parole officers) will attend this training immediately following Basic within their training region. Institutional Parole Officers will have the option to attend this training upon request after completion of their Probation and Parole training.

CLASS DATE(S) AND LOCATION(S):

July

July 3-14, 2006 JC, PH, SJ
July 17-28, 2006 JC, PH
July 31 - Aug. 11, 2006 JC, PH, SJ

August

Aug. 14-25, 2006 JC, PH
Aug. 28 - Sept. 8, 2006 JC, PH, SJ

September

Sept. 11-22, 2006 JC, PH
Sept. 25 - Oct. 6, 2006 JC, PH, SJ

Probation and Parole Basic Training — This three week training is for all Probation and Parole Officers. This training will be scheduled to immediately follow Basic Training once a quarter in the east and west.

CLASS DATE(S) AND LOCATION(S):

July

July 17 - Aug. 4, 2006 StL

August

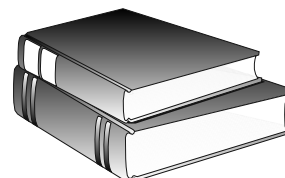
Aug. 28 - Sept. 15, 2006 SJ

September

Sept. 18 - Oct. 6, 2006 StL

Note: *All courses are subject to rescheduling due to lack of participants. Notification of changes will be forwarded.*

If you need assistance or special accommodations for any training please notify the applicable Regional Training Administrator listed on page one of this flyer.



*Example is not the main thing in
influencing others, it is the only thing.*

— Albert Schweitzer